

Department of Defense Instruction 1322.25 (February 5, 1997, Administrative Reissuance Incorporating Change 1, February 3, 1999), Subject: Voluntary Education Programs, contains information provides step-by-step instructions on obtaining on-base voluntary education programs.

The complete Instruction is in the attached PDF file. Additionally, it can be located at [www.dtic.mil/whs/directives/corres/ins1.html](http://www.dtic.mil/whs/directives/corres/ins1.html).

Following are Enclosure 4 (E4) and Enclosure 5 (E5) which specifically address this procedure.

**E4. ENCLOSURE 4  
PROCEDURES FOR OBTAINING ON-BASE VOLUNTARY EDUCATION PROGRAMS AND SERVICES**

E4.1.1. To obtain viable educational programs on a military installation, the appropriate military installation official shall communicate the installation's educational needs to a variety of potential providers.

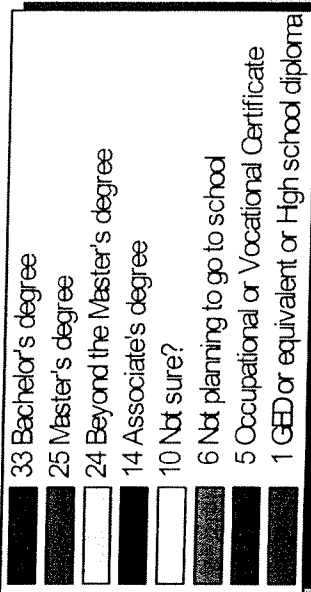
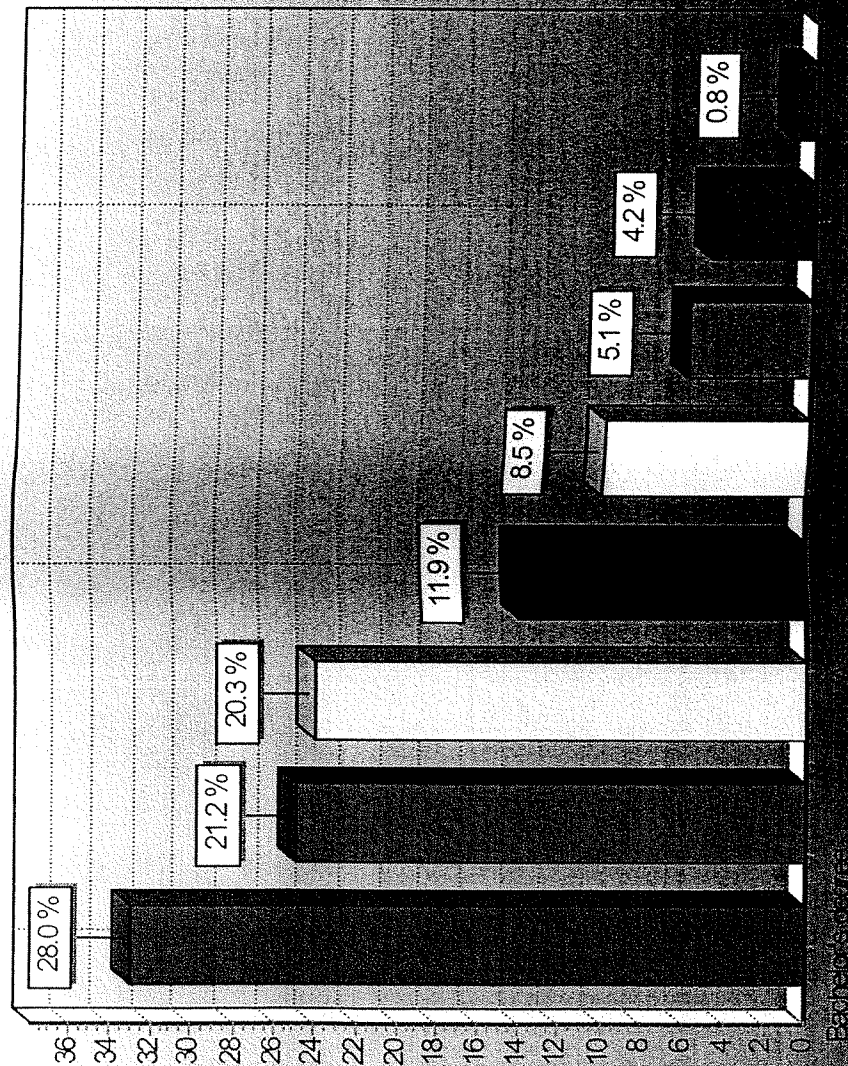
*Navy College Office and the Bureau of Medicine will review potential schools from those available and accessible in the Washington D.C area. SOC approval along with current agreements with other DOD facilities will be considered in the selection process.*

E4.1.2. A military installation seeking to obtain educational programs shall provide the following information to interested providers:

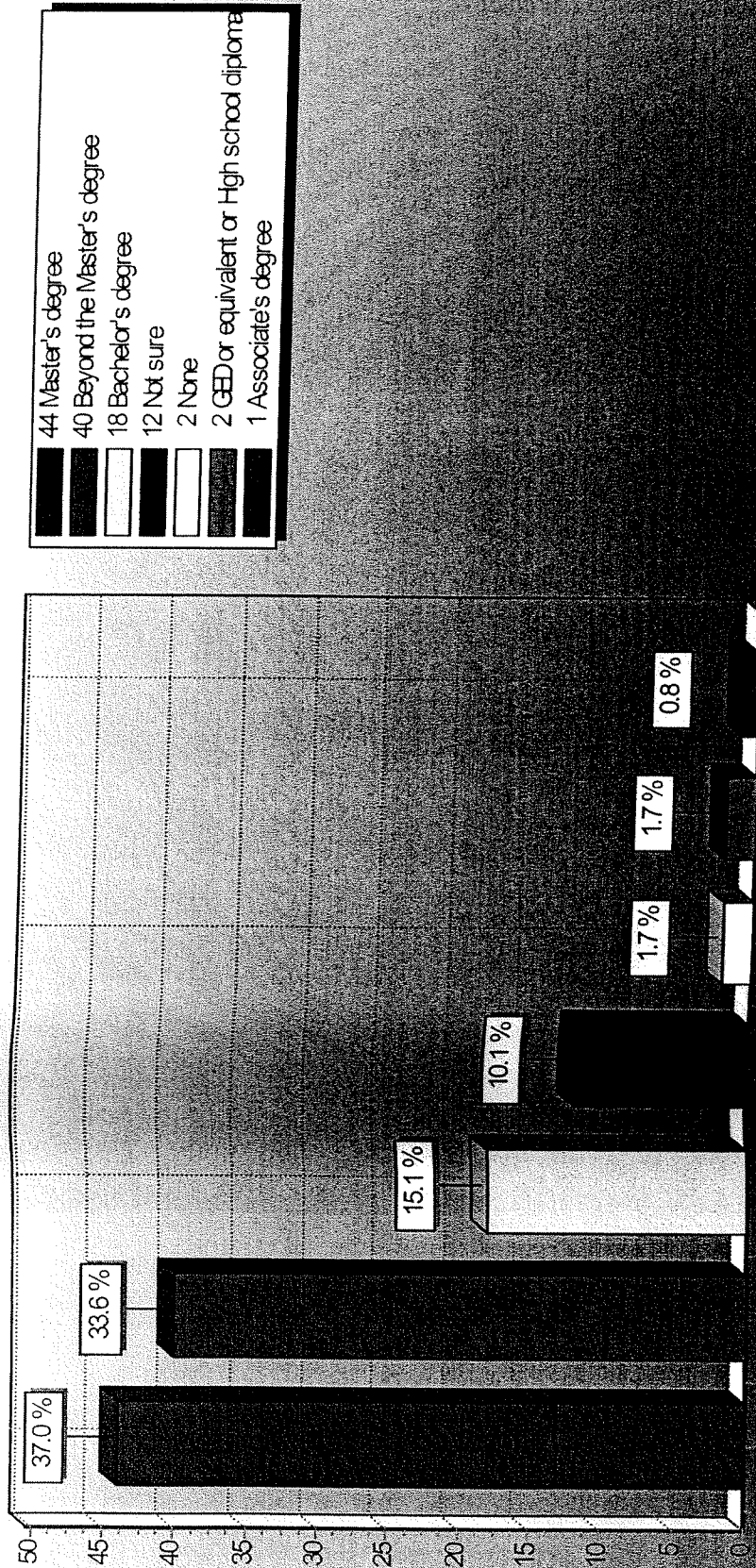
*Colleges and Universities interested in providing services to the Bureau of Medicine site will need to offer educational programs, packages, financial aid, schedules, administrative services, and other services based on the needs identified by the "Educational Needs Assessment" performed on or about 25 April to 15 June 2003. Results of the survey indicate that programs need to be offered to military, government service employees and contractors employed by BUMED. Additionally, partnering agreements may be established with personnel from other DOD, Governmental Agencies, and other viable companies desirous of working with the Bureau of Medicine and Surgery. All college pricing and services should apply to all above-mentioned interested participants.*

*The information for the RFP will be drafted with specific BUMED requirements and will be posted on the M10-1 Reserve Affairs website: <http://navymedicine.med.navy.mil/med07/>. Questions about requirements may be answered by LCDR Eddie Oestreicher, BUMED Reserve Affairs 202-762-3413 or Ms. Marty Knight, Navy College Office Director at 202 685-1199. (See enclosures 1 and 2)*

What is your immediate educational goal?



What is your final educational goal?



E4.1.2.1. The level of instruction desired and specific degree programs being sought.

*Instruction offered at the BUMED location should include the following programs and degrees listed in order of preference:*

- a. Bachelor's Degree in Business Management;*
- b. Master's Degree in Leadership/Management, or Human Resources (or Certificate for those with existing Master's Degree);*
- c. Bachelor's Degree in Computer/IT/IS;*
- d. Master's Degree or possibly Ph.D. in Public Health;*
- e. Bachelor's Degree in Human Resources;*
- f. Teacher's Certificate, (Education/Admin);*
- g. Bachelor's Degree in Political Science or Government;*
- h. Bachelor's Degree in Combined Business/Information Systems;*
- i. Bachelor's Degree in Criminal Justice/Criminology*

*(See enclosure 3, rank order of respondents' interest to survey)*

E4.1.2.2. A demographic profile of the installation population and probable volume of participation in the program.

#### **Bureau of Medicine and Surgery Overview**

The U.S. Navy's Bureau of Medicine and Surgery (BUMED), located in Washington, D.C., is the headquarters for Navy Medicine and is responsible for overseeing the medical needs of more than 2.6 million active and retired U.S. Navy and Marine personnel. For BUMED, it is a mission that requires the coordination of services that range from direct patient care for military personnel and their families, to operational and fleet medicine, to medical research and dental care programs. BUMED manages more than 77 hospitals and regional service providers, in locations inside the U.S., as well as overseas-based military installations, combat field hospitals and Navy ships at sea.

*The Bureau of Medicine's population profile consists of civilians, commissioned officers, enlisted personnel and contractors. The volume indicated by the survey results detail that 78.6% of the 118 respondents have availability to attend courses and 9.4% usually could attend courses totaling 88% of respondents. The survey and manpower data indicate that there are 407 total personnel at the Bureau of Medicine and Surgery comprised of 147 Officers, 75 Enlisted and 185 Civilians.*

*Demographics are presented for review in enclosures (4-8.)*

E4.1.2.3. Facilities, equipment and supporting services that the installation will provide without charge.

*VCR equipment, LCD, Tower Computer, Flip Charts, Smart Boards, White Board. Coordinate with Training Officer for specific requests or services.*

E4.1.2.4. A copy of this Instruction.

*The DOD Instruction # 1322.25 will be posted on the M10-1 webpage in a PDF file at <http://navymedicine.med.navy.mil/med07/>.*

E4.1.2.5. Special requirements such as:

E4.1.2.5.1. Format (i.e., evening or weekend classes), independent study, short seminar, or other mode of delivery of instruction.

*The Bureau of Medicine's "Needs Assessment" indicates that classes should be offered in a "class room setting." The second most desired medium of delivery would be computer or distance learning approaches.*

*Classes should be available throughout the week after 1600 and special consideration for weekend schedules and combination day schedules including Friday evenings and Saturday morning or an 8 hour Saturday class, or two 4 hours each classes on Saturday and Sunday may be submitted by interested schools. See enclosures (9-10)*

E4.1.2.5.2. Unique scheduling problems related to the operational mission of the installation.

*Parking may be limited before 1600 hours, therefore; courses should be held after 1630. All personnel will need some type of identification and may need to obtain a pass to enter the installation. DOD stickers for automobiles will facilitate more efficient entry.*

E4.1.2.5.3. Any installation restrictions, limitations, and special considerations relevant to using an alternate delivery system (distance learning).

*Handicapped entrances are limited but available.*

E4.1.3. In addition to the information in paragraph above, a military installation seeking to use alternate modes for the delivery of instruction shall inform potential providers about the following:

E4.1.3.1. Available computer hardware and supporting equipment.

*Building #3 Third Deck has 25 computer terminals and smart board teaching screens. Additionally, classrooms may have available a tower computer and LCD.*

E4.1.3.2. Availability of space and level of security that can be expected.

*The Security Level is determined by the Threat Condition Level advocated by Naval District Washington. Photo identification is required for entry to the facility.*

E4.1.3.3. Electrical, satellite, and network capabilities at the site.

*VTC availability is limited dependent on Technician and overtime considerations.*